

Return Inventory From a Purchase

The Enter Bills window is used to record and process returns made from purchases. After entering the credit information and saving, the following has occurred:

Transactions	DR	CR	Subsidiary Records Updated	General Ledger Updated
Accounts Payable	\$		✓	✓
Inventory		\$	✓	✓

Quick Reference Table

Step	Box or Other Location	Procedure
A	Home Page	Click the Enter Bills icon under Vendors.
B	Credit button	Select the Credit button at the top of window.
C	Vendor	Select a vendor from the drop-down list or add new.
D	Date	Accept default date or change.
E	Ref. No.	Type the debit memo number.
F	Memo	Type the invoice number related to the return.
G	Items tab	Click the Items tab if it is not already open.
H	Item	For each item, select items being returned from drop-down list.
I	Description	For each returned item, accept the default description or edit.
J	Qty.	For each item, enter the quantity being returned.
K	Cost	Accept the default cost for each item or edit.
L	Various	Repeat steps H – K for each item returned
M	Credit Amount	Verify that the listed amount is correct. <i>(Not possible to verify unless information is provided.)</i>
N	Enter Bills window	Review the information to verify that it is correct.
O	Save & Close/ Save & New buttons	Click the Save & Close or Save & New button.

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QuickBooks windows



N

B

C

D

E

M

F

G

H

I

J

K

L

O